

Continuing Education for Code Enforcement Officers in Texas *Required for renewals after September 1, 2002*

- Each Code Enforcement Officer and Code Enforcement Officer in Training must complete 6 contact hours/year in the 12 months before each renewal
- The 6 hours must be taken in one or more of the subject areas listed below
- At least 1 hour of the 6 hours must be in legal or legislative updates in one or more of the listed subjects
- To be acceptable for registration renewal, courses must either:
 1. Be approved in accordance with the Code Enforcement Officer rules 25 TAC §130.20 OR
 2. Be approved for license renewal by another Texas regulatory agency (e.g. TDH RS Program or TNRCC)
- Renewal requires signing the renewal form stating you completed the hours. Proof of attendance (certificates, transcripts etc.) should be sent to TDH only if you are selected for random audit

What are the required subject areas?

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| (1) zoning and zoning ordinance enforcements; | (7) abandoned vehicles; |
| (2) sign regulations; | (8) junk vehicles; |
| (3) home occupations; | (9) health ordinances; |
| (4) housing codes and ordinances; | (10) basic processes of law related to code enforcement; |
| (5) building abatement; | (11) professional, supervisory or management training related to the profession of code enforcement; or |
| (6) nuisance violations; | (12) legislative or legal updates related to the profession of code enforcement. |

Who may teach courses approved under the Code Enforcement Officer rules?

1. an accredited college or university
2. a governmental agency, including local, state or federal agencies
3. an association with a membership of 25 or more persons, or it's affiliate
4. a commercial education business (must be pre-approved as a provider by the Code Enforcement Officer Registration Program)

Can my employer teach a class and give me credit?

Yes. Sponsor organizations must read and comply with the rules, including providing notice of upcoming events to TDH at least 15 days prior to the class; maintaining a roster; and providing certificates to each attendee.

How do I know whether a class is approved?

First, make sure the class is being taught in one or more of the subject areas listed above. Then, contact the course sponsor to find out whether it is approved as continuing education by a Texas regulatory agency (including the Code Enforcement Officer Registration Program). Usually course or conference registration information lists the number of hours approved for various types of license renewal. If the course is not being presented by the sponsor as acceptable continuing education for any profession in Texas, then it is not approved.

What if I must renew on or before October 31, 2002? I won't have a whole year to complete the 6 hours!

The "Transition" section of the rules provides that an appropriate course taken in the year preceding renewal, before the rules became final, is acceptable.

I am renewing late – do I still just sign the renewal form?

No. Anyone renewing late, in addition to paying the \$50 late fee, is automatically subject to audit, and must submit copies of all certificates, transcripts etc. to prove completion of the required 6 hours.

If you hold a registration as a Code Enforcement Officer in Texas, it is your responsibility to read and comply with the law and rules.

**Contact the Texas Department of Health (TDH)
Code Enforcement Officer Registration Program if you have questions!**

Phone: 512-834-4512 Fax: 512-834-6676 E-mail: ceo@tdh.state.tx.us

Website: <http://www.tdh.state.tx.us/hcqs/plc/ceo.htm>